Welcome

The Pro Vice-Chancellor (Research Training) and Dean of Graduate Research, Senior Management Team and staff of the Graduate Research School (GRS) and Researcher Development Unit (RDU) are pleased to welcome you to UNSW and to this exciting phase in your research career.

Professor Laura Poole-Warren, Pro Vice-Chancellor (Research Training) and Dean of Graduate Research, has executive responsibility for the GRS and RDU and overall responsibility for postgraduate research at UNSW.

The GRS is the administrative unit that supports all higher degree research candidates and we are here to ensure that your transition to postgraduate research is as smooth as possible. The GRS manages all administration associated with candidature, scholarships and thesis examination, and provides advice on UNSW policies and procedures. RDU supports researchers to build their career from candidature and beyond by providing relevant and effective development training and events. RDU also provides Research Integrity training that is compulsory for all new HDR candidates.

This booklet provides new candidates with a quick reference including a checklist and the contact details of key GRS and RDU staff.

The GRS monthly newsletter Graduate Research News publishes the latest research news and upcoming training, events, important dates, achievements and other candidature issues. The newsletter is emailed to your university email account and it’s essential that you activate and check this regularly. The GRS is also on Facebook and Twitter – join us and you can find out about social events and engage with your research community.

The GRS is open Monday to Friday 9am – 5pm and all candidates are welcome to drop in for information or to ask any graduate research related questions. Our full contact details are provided on the back page.

Again, welcome to UNSW and we wish you the very best for a successful start to your research career.

Tips for your success

- From day one, plan and work towards completing within 4 years (PhD) or 2 years (Masters)
- Own your research and your degree – your aim is to become an independent researcher!
- Discuss your expectations with your supervisors – if your expectations don’t match, talk about what’s different and come up with a way forward
- Manage your time effectively - if you find this a challenge, focus on developing time management skills
- Get to know the relevant research guidelines and policies – know your responsibilities (read the ‘Important Policies’ list)
- Become part of your research community – present and participate at conferences, seminars, workshops and exhibitions
- Connect – the GRS website has all the information you need: research.unsw.edu.au/units/graduate-research-school
- Read Graduate Research News and join GRS on Facebook and Twitter
- Take advantage of all the research, writing or presentation workshops and seminars available to you - research.unsw.edu.au/training-and-development
- Learn to be resilient, proactive and assertive
- Connect to UNSW Library research consultations and get in touch with your outreach librarian to kick start your literature search - library.unsw.edu.au/research/beginning-your-research
Confirmation and Research Progress Reviews

All higher degree research candidates must participate in Progress Reviews during each year of their enrolment. For PhD candidates a Confirmation Review is held within the first year of candidature. Visit research.unsw.edu.au/research-progress-reviews for more information.

Progress Reviews are an opportunity for you, your supervisors and your school to:
- Look at your recent research progress
- Review all aspects of your candidature
- Identify any obstacles or problems
- Develop a plan of action for the next year

Research Progress Reviews are conducted in different ways depending on your school. Some schools require a formal seminar presentation that all staff can attend followed by a separate panel review meeting. Other schools require a seminar presentation as part of the closed panel review meeting.

Talk to your supervisors and Postgraduate Coordinator to find out how Reviews are conducted in your school. Get to know the policy for Confirmation Reviews and Progress Reviews (see web address above).

Reviews are intended to help you and to identify factors that may be slowing the progress of your research. The sooner your School is aware of any issues the better, because your Review panel can then recommend the appropriate solution. Progress reviews are also an excellent chance to get feedback on your research from senior, independent academics.

Most candidates report that their review experiences are positive, helpful and constructive!

Managing your candidature

- Check that you are correctly enrolled (my.unsw.edu.au) every semester and update your details if they change
- You must be enrolled every semester unless you are on approved program leave
- If you want to change your candidature, you have to formally apply online for a Variation to Candidature. You do this at research.unsw.edu.au/candidature-variation
- The following is a list of candidature variations that need to be approved by your school and/or Higher Degree Committee and Dean of Graduate Research.
  - a change between full-time and part-time enrolment
  - program leave
  - applying for an extension to enrolment if candidates have completed two years full-time equivalent for a Masters or four years full-time for a PhD
  - withdrawal from a research degree program
  - a change in research area
  - a change in supervisor arrangements
  - conducting research away from the University for a period of time
  - transfer between research programs.

Note: requests for variation to candidature are not automatically granted – start the application process as soon as you are aware of the need, and always feel free to ask your Candidature Management Officer for advice.

Email

Activate and regularly check your UNSW email account – all official UNSW correspondence is sent to this email address. Go to cloudemail.unsw.edu.au/what-do-i-need-do-0

ID card

Log into my.unsw.edu.au
In the student portal, click on the link “Student ID – Self-Service” https://photoid.unsw.edu.au/login

Money

- Understand your scholarship conditions – all scholarships have specific conditions of award that you must be aware of, relating to taking leave, extensions and other sources of income
- If you don’t already have a scholarship – scholarship opportunities are updated on the GRS website throughout the year. Visit research.unsw.edu.au/postgraduate-research-scholarships for availability, eligibility and applications
- PRSS - the Postgraduate Research Student Support Scheme gives eligible postgraduate candidates the chance to apply for funding to help with presenting their research at national or international conferences. research.unsw.edu.au/prss-conference-travel-funds

You and your supervisors

You are responsible for your relationship with your supervisors. The ‘Expectations in Supervision’ sheet in your Induction Pack identifies key issues you should discuss and negotiate with them.

Some important topics to discuss

- Setting up regular meetings in person or by phone, skype, email, etc
- Your research plan and appropriate milestones
- How and when you’ll get feedback from your supervisors.
- You and your supervisors may need to negotiate your expectations of each other – this is perfectly acceptable and normal. The most important thing is to keep the dialogue open.

Tips for managing your supervisors

- Communicate clearly and honestly with your supervisors about your project and your expectations
- Never assume that they ‘just know’, or that hinting at issues is enough
- Respect their other commitments and remember that, like you, they are busy and need prior notice of your requirements for meetings, feedback or other matters
- Be pro-active and set up formal meeting times with your supervisors if they do not.

Read the Higher Degree Research Supervision Guidelines and Policy on the UNSW Governance Support site: gs.unsw.edu.aupolicy/findapolicy/policylist.html

Handy acronyms

- GRS Graduate Research School
- RDU Researcher Development Unit
- PCC Postgraduate Coordinator
- HDC Higher Degree Committee
- HDR Higher Degree Research
- GRIS Graduate Research Information System
- PRSS Postgraduate Research Student Support
- RTP Research Training Program
- PVC (RT) Pro Vice-Chancellor (Research Training)
Census dates

Census date is the last day that you can vary and change your enrolment or apply for program leave in any given semester.

If you have made any changes to your candidature since commencing your studies you must inform the GRS (Kensington & UNSW Art & Design students) or the Research Student Unit (UNSW Canberra students) by 31 March for any Semester 1 changes and by 31 August for any Semester 2 changes.

Important policies for research candidates

It is essential that you are aware of important policies and procedures that affect you as a UNSW researcher. Go to the UNSW Governance Support website to read policies about:

- Higher Degree Research Supervision
- Higher Degree Research Supervision Procedures
- Higher Degree Research Supervision Guidelines
- Research Code of Conduct
- Progress Review and Confirmation of Research Candidatures Procedure
- Conflict of Interest
- Conditions for Award
- UNSW Guidelines on Facilities and Resources to Support Higher Degree Research Students
- Intellectual Property
- Human and Animal Ethics
- Work Health and Safety (OHS)
- Procedure for Handling Research Material and Data
- Statement of Authorship and Location of Data Form
- Procedure for Authorship and for Resolving Disputes between Authors
- Thesis Examination Procedures

gs.unsw.edu.au/policy/findapolicy/index.html

Checklist

Have you…

+ Got a copy of the UNSW Postgraduate Research Handbook?
+ Read all relevant policies? (see the ‘Important Policies’ list)
+ Registered for a research workshop or seminar?
+ Organised regular meetings with your supervisor(s) – and discussed expectations?

Graduate Research School

Level 2
Rupert Myers Building
South Wing
Gate 14, Barker Street
UNSW Sydney NSW 2052
Phone: +61 2 9385 5500
Fax: +61 2 9385 6238
Email: enquiries.grs@unsw.edu.au

Feel free to drop in to the Graduate Research School
9am – 5pm Monday to Friday

Pro Vice-Chancellor
(Research Training) and
Dean of Graduate Research
Professor Laura Poole-Warren
To make an appointment with Laura
please email c.abouarrage@unsw.edu.au
or ring (02) 9385 5638

Director, Graduate Research School
Lucy Jones
Email: lucy.jones@unsw.edu.au

Admissions & Scholarships Team
Questions about admissions or scholarships should be directed to the email addresses below.
For domestic candidates
domestic.grs@unsw.edu.au
For international candidates
international.grs@unsw.edu.au

Candidature & Thesis Team
You can email questions about your candidature or thesis to the GRS candidature management officers for your faculty.
Arts & Social Sciences
arts.grs@unsw.edu.au
Built Environment
fbe.grs@unsw.edu.au
Engineering
engineering.grs@unsw.edu.au
Law
law.grs@unsw.edu.au

Postgraduate Research Council

The mission of the Postgraduate Research Council is to provide information, support, representation and advice on issues that affect you.
pgc.obc@arc.unsw.edu.au
Phone: +61 2 9385 7700
They also have a Postgraduate Lounge where you can study, chat or just unwind. Go to level 2, Arc Precinct, Basser Steps, and get your student card programmed for swipe access.

Induction Essentials 2017 is also online at: research.unsw.edu.au/research-student-publications

All GRS contact details are kept up to date at: research.unsw.edu.au/graduate-research-school-contacts